

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
NOMINATING & HUMAN RESOURCES MEETING

November 14, 2019

PRESENT: Bev Bartlett, Mary Derginer, Mary Johnson, Randy Johnson, Tom Smith, Debi Lundberg, Dennis Rader, Megan Borchardt

ABSENT:

EXCUSED:

ALSO PRESENT: Devon Christianson, Kristin Willems, Christel Giesen, Laurie Ropson

The meeting was called to order by Chairperson Johnson at 8:30 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA:

Chairperson Johnson asked to modify the agenda to move agenda item 6 to 3.

Ms. Derginer/Ms. Johnson moved to approve and adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF June 27, 2019:

Ms. Bartlett/Ms. Derginer moved to approve the minutes of the June 27, 2019 Nominations and Human Resource Committee meeting. **MOTION CARRIED.**

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Supervisor Borchardt/Mr. Rader made a motion to move into closed session at 8:31 a.m.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Mr. Smith/Ms. Lundberg moved to return to open session at 9:52 a.m. **MOTION CARRIED.**

Mr. Rader/Mr. Smith made motion to accept the Executive Director's performance evaluation as meets expectations and is eligible for the County approved cost of living wage increase of 2.07%. **MOTION CARRIED.**

Mr. Smith/Ms. Lundberg made motion to approve the Finance Coordinator Transition plan to include:

- Reclassification of the Finance Coordinator position from grade 8 to 8.5
- Adjust salary to \$79920 effective to January 1, 2019.
- Eligible for 2.07% cost of living increase in 2020.

MOTION CARRIED.

REVIEW & APPROVAL OF FINANCE COORDINATOR JOB DESCRIPTION:

Ms. Johnson/Mr. Rader moved to approve the Finance Coordinator Job Description as presented. **MOTION CARRIED.**

APPLICATIONS AND APPROVAL OF NEW ADRC BOARD MEMBERS:

A. TOM DIEDRICK:

Ms. Derginer/Mr. Smith moved to approve Tom Diedrick to ADRC Board of Directors. **MOTION CARRIED.**

B. BOB JOHNSON:

Ms. Bartlett/Ms. Lundberg moved to approve Bob Johnson to ADRC Board of Directors. **MOTION CARRIED.**

BOARD OFFICERS AND COMMITTEE APPOINTMENTS 2020:

Ms. Derginer/Mr. Smith moved to approve the 2020 Board officers and committee appointments as presented. **MOTION CARRIED.**

ATTIRE AND APPEARANCE:

Ms. Christianson referred to the current dress code/appearance policy handout and asked for input from the committee. Conversation ensued. Chairperson Johnson requested to schedule another HR & Finance Committee in January 2020 for further discussion.

ADJOURN:

Mr. Smith/Ms. Johnson moved to adjourn. The meeting adjourned at 10:17 a.m. **MOTION CARRIED.**

Respectfully submitted,

Kristin Willems
Administrative Services Coordinator